

IAS 5913
INTERNATIONAL STUDIES GRADUATE INTERNSHIP
FOR USE AS A GRADUATE ELECTIVE
Enrollment and Requirements

The Department of International and Area Studies recognizes that an internship experience can make a very valuable contribution to a graduate student's educational development. The award of academic credit for an internship requires elements of reflection, research, and writing about the work you undertake. This academic component can strongly enhance what you gain from the opportunity and improve your ability to articulate knowledgeably the requirements, benefits and lessons of work in the public, private or non-profit sector.

Students may enroll for IAS 5913 International Studies Graduate Internship for three hours of academic credit as an elective credit if approved by the department.

- The Department of International and Area Studies will accept responsibility for supervising interns only when the internship is part of a coherent educational plan.
- Internship credit will not be granted retroactively.
- IAS 5913 is graded Satisfactory or Unsatisfactory.
- IAS 5913 is taken for three credit hours.
- The expectation is about 150 hours of internship work and about 30 pages of writing.
- Internships must be supervised by a member of the faculty. The faculty member can be someone you know and have worked with in a previous class or someone whose area of expertise fits with the work you will be doing in the internship.

If you have identified an internship opportunity and want to consider obtaining academic credit for a graduate elective, follow these steps in order to enroll in IAS 5913.

1. Obtain permission form your MAIS advisory committee to complete an international internship to satisfy a graduate elective.
2. Obtain from Katie Watkins, academic advisor, the internship statement of requirements and the application form.
3. Discuss the proposed internship with the faculty member you have chosen to supervise your internship course.
4. Complete the application form and obtain the special permission required for enrollment in IAS 5913.
5. Make arrangements to have the supervisor for whom you will work in the internship complete the form indicating agreement to your work. When the supervisor's statement of agreement is complete, it should be mailed to your faculty supervisor.
6. Discuss with your faculty supervisor the academic component of your work. You should expect to complete a writing and reading assignment which may include the following:

A report at the end of the internship about what you did and what you think about your experience; plus a research element relating your own experience to what has been written by scholars about the area of public life in which you were involved.

Questions? Please contact Kate Watkins at kwatkins@ou.edu.

**Department of International and Area Studies Application for
IAS 5913, International Studies Graduate Internship
for use as a graduate elective**

This form must be completed and submitted to a supervising faculty member from the Department of International and Area Studies with a copy to the MAIS advisor prior to enrollment in this class.

Name: _____ ID#: _____

Current Address: _____

_____ Telephone: _____

Email Address: _____

Permanent Address: _____

_____ Telephone: _____

Proposed Internship Assignment

Name of Sponsor: _____

Title of Sponsor: _____

Agency/organization: _____

Address: _____

Email: _____ Telephone: _____

Semester of proposed internship: Fall _____ Spring _____ Summer _____ 20_____

Student Signature: _____ Date: _____

Supervising Faculty Member: _____ Date: _____

1 copy to supervising faculty member, 1 copy to MAIS advisor

IAS 5913
INTERNATIONAL STUDIES GRADUATE INTERNSHIP
FOR USE AS A GRADUATE ELECTIVE

Supervisors of University of Oklahoma Interns:

The Department of International and Area Studies (IAS) at the University of Oklahoma recognizes that an internship experience can make a valuable contribution to a student's educational development, and strongly recommends that students take advantage of such opportunities when they become available. Internships are often valuable simply for the experience they provide. However, under certain conditions, it is possible for students to earn academic credit for an internship. The award of academic credit for an internship requires that students seek prior approval for the internship from IAS, complete the internship assignment satisfactorily, and compile a portfolio about their experiences. The portfolio will include a statement of agreement from the supervisor for whom they intern, plus personal statements about the student's experience, and a paper reflecting some reading and research about the work performed during the internship. When all elements are completed, the internship enrollment can contribute three hours of academic credit towards the student's masters degree in International and Area Studies.

Supervisor's Statement of Agreement:

Nature and Duration of the Internship

Please describe briefly the type of responsibilities to be assigned, the anticipated work schedule, the beginning and ending dates, and the kind of supervision the student will have. Please note that the student is expected to complete 150 hours of work.

Note: On completion of the internship, the supervising faculty member may request an evaluation of the student's performance.

Name of Student Intern: _____

Internship Agency or Office: _____

Address: _____

Supervising person: _____

Title: _____ Telephone: _____

Signature: _____

Updated December 2, 2021

IAS 5913
INTERNATIONAL STUDIES GRADUATE INTERNSHIP
FOR USE AS A GRADUATE ELECTIVE
Internship Paper Statement

Students enrolling in IAS 5913 as an elective are expected to complete 150 hours of internship work and to write about 30 pages. The specific expectations about this writing should be discussed with the faculty supervisor. In general, however, there are two components expected in the paper that completes an internship.

1. Discussion of the internship experience.

This should be about 5-10 pages, should be written in the first person, and should describe and analyze your experiences. Give an account that describes what kind of work you did, what kind of people (clerical, managerial/professional, political) or clients you worked with, how your department/agency/office was organized, what sort of policies or programs it implemented, whether you think it was successful in most or all of its operations, what critical observations you have made, and whether you learned anything new or important about how agencies work.

2. Research (about 20-25 pages)

This component requires that you do some reading and research that is related to your internship field, and write a paper putting what you did into a larger context so that you can tie it to what we know about the major issues and operations of international studies today. You should ask your supervising faculty member for guidance on an appropriate research subject.

The goal of this paper is for the student to indicate that his or her internship experience is combined with an awareness of current thinking about what you have been doing. Write the paper as if you are giving a report on what is known about your area of activity and what the major literature is that is relevant to understanding that work. You will try to establish a big-picture framework for your work, putting it into context and explaining how it fits with similar or related things that we know about the operations of international politics today. Finally, the paper should conclude with the professional and practical lessons that are the result of your internship and research exercise.

3. You should discuss strategies with your supervising faculty member for developing your research paper.
4. Your paper should be well-written and appropriately documented.
5. Your paper will be the last piece in the folder documenting your internship experience.
6. The department will retain a copy of the entire folder. You should also retain a copy.

Questions? Please contact Katie Watkins at kwatkins@ou.edu.

Updated December 2, 2021